



## Considerations for Fire Prevention

Organizations should regularly perform a thorough check of their facilities for conditions that could cause fires and to ensure that preventive measures are in place. Below is a audit for common practices that can help to identify issues in order to prevent fire damage and/or loss. Organizations should work with their local fire officials to ensure sound fire prevention strategies are in place and that all regulations are met.

### **General:**

- Are fire protection systems professionally inspected regularly?
- Are fire extinguishers professionally inspected regularly?
- Is the staff trained in fire safety and prevention?
- Are professional electrical inspections conducted annually?
- Is the facility “smoke-free?”
- If allowed, is smoking done only in approved areas and are smoking materials properly extinguished?
- Are dryers and areas kept free of dust and lint?
- Is all waste disposed of properly and promptly?
- Are storage areas free from clutter?

### **Electrical Equipment:**

- Is insulation on wires and cords in good condition?
- Are ground connections good?
- Are circuits, motors, fuses and outlets at, not above, capacity?
- Are circuit breakers clear (not blocked, in a closed position)?
- Are materials that could burn kept away from lights and machinery?
- Are correct fuses being used?
- Is temporary wiring used only in an emergency?
- Are transmission shafts and bearings kept from overheating?
- Are bearings kept lubricated so they don't run too hot?
- Are machines and motors kept clear of dust and grease?

### **Flammable And Combustible Chemicals:**

- Are nonflammable substitutes for flammable chemicals considered before flammable chemicals are used?
- Are material safety data sheets checked for fire hazards?
- Are material safety data sheets checked to prevent storing incompatible materials together?
- Are flammable liquids used only in areas with good ventilation?
- Are flammable liquids kept away from heat, fire, cigarettes and sparking tools?
- Are flammable liquids stored in airtight metal containers and metal cabinets?
- Are flammable liquids stored away from ignition sources?
- Are containers kept covered when not in use?
- Are leaks and spills cleaned up immediately?
- Is clothing removed immediately if a flammable liquid wets it?
- Are flammable wastes placed in closed, airtight metal containers, and emptied daily?
- Are oxygen cylinders kept away from combustible materials?

### **Space Heaters:**

- Are space heaters used only when necessary?
- Are space heaters used only in well-ventilated areas?
- Is the proper fuel used in space heaters?
- Are space heaters kept away from combustible materials?
- Are space heaters positioned so they can't fall over?

**Special Note:** October is [National Fire Prevention Month](#) and a good time to train staff and review facilities for possible fire hazards.

More safety information is available from the [Online Resource Library](#).